



# DEPARTMENT OF EMPLOYMENT SERVICES

MAYOR MARION S. BARRY SUMMER

## YOUTH MBSYEP

EMPLOYMENT PROGRAM

MAYOR MURIEL BOWSER

### Mayor Marion S. Barry Summer Youth Employment Program Suggested Syllabus At-a-Glance

Weekly Theme	Week One - Getting to Know Yourself!	Week Two - Collaboration in the Work Place	Week Three - Communication in the Workplace	Week Four - Professional Branding	Week Five - Job Search Strategies	Week Six - Preparing for the Interview
Topics to be Covered	1. Discover what's important to you. 2. Understand the concept of "working," justify it and look forward to it.	1. Describe communication styles for the workplace. 2. Understand how to manage conflict.	1. Develop effective styles of communication. 2. Devise an approach for overcoming rejection.	1. Create a resume that best suits your situation. 2. Write a Professional Cover and Thank-you Letter.	1. Formulate a Job Application	1. Demonstrate successful interviewing strategies.
Resources	<b>Career Edge:</b> Section 1: Pages 1-40  Career Edge: Orientation  My Next Move (Career Exploration Online Tool) <a href="https://www.mynextmove.org/">https://www.mynextmove.org/</a>	<b>Career Edge:</b> Section 9: Pages 201-224  Video - Working in Teams (Career Edge: Life Skills)	<b>Career Edge:</b> Section 11: Pages 239-268  Video: Introduction to Effective Communication	<b>Career Edge:</b> Section 12: Pages 269 - 294  Build a Resume Cover Letter Thank You Letter	<b>Career Edge:</b> Section 13: Pages 295-314  Video: Mock Job Application	<b>Career Edge:</b> Section 14: Pages 345 - 376  Videos: Five Keys to a Successful Interview
Artifact(s)	<i>Orientation Results</i>	<i>Communication Styles Graphic Organizer</i>	<i>How I Communicate Assessment</i>	<i>Cover Letter, Resume and Thank You Letter (include in e-portfolio)</i>	<i>Complete and/or submitted job application(s)</i>	<i>Mastering the Interview Assignments</i>